

CIA INTERNAL USE ONLY

Adm - 12.5

DD/S&T #4843-68

MEMORANDUM FOR: Director of Scientific Intelligence
Director of ELINT
Director of Special Activities
Director of Special Projects
Director of Computer Services
Director of Research and Development
Director of Foreign Missile and
Space Analysis Center

SUBJECT : DD/S&T Records Management Program

REFERENCES : Memo fr DD/S to DD/S&T, dtd 6 Sep 68,
subj: Creation of the CIA Records
Management Board
Memo fr DD/S&T to Off Dirs, dtd 30 Aug 68,
subj: Creation of the CIA Records
Management Board

1. The CIA Records Management Board has been established to stimulate interest in and monitor the Agency's Records Program. The Directorate representative on the Board is [REDACTED]

[REDACTED] He is also designated the DD/S&T Records Management Officer. As such, he is responsible for developing and monitoring a Directorate Records Management Program. Attached for your information is an outline describing the scope of the Program and the responsibilities involved.

2. Because of the sense of urgency in coming to grips with the Agency records problem, the support and cooperation of your Office in implementing the Records Program is requested.

Carl E. Duckett
Deputy Director
for
Science and Technology

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Attach

a/s

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1 - Ea. Ad. [REDACTED] DD/S&T Reg 2 - AS/DD/S&T
O/DD/S&T [REDACTED] (20 Dec 68)

RECORDS MANAGEMENT PROGRAM

1. RECORDS MANAGEMENT

Effective this date, a DD/S&T Records Management Program is established within the Directorate.

This program will consist of:

- a. Reports Management - The analysis, improvement, and control of administrative reporting.
- b. Correspondence Management - The application of improved standards and procedures for preparing and handling correspondence.
- c. Forms Management - The analysis, design, and control of forms.
- d. Records Maintenance - The establishment of standard procedures, systems, equipment, and supplies for records maintenance.
- e. Records Disposition - The economical and systematic disposition of Office records, including their preservation, retention, transfer, protection, and disposal according to an approved schedule.
- f. Vital Records Management - The timely selection of vital records and their prompt transfer to and secure maintenance in a designated Agency repository. Vital records are records which are essential to the continued operation of the Agency in an emergency and which, if destroyed, would constitute a serious or irreplaceable loss.

2. POLICY

The DD/S&T Records Management Program will be administered by the DD/S&T Records Management Officer and governed by the policies of HR 70-1c.

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3. RESPONSIBILITIES

The DD/S&T Records Management Officer will provide assistance to the designated Office Records Management Officers in the implementation of their approved program.